

# REQUEST FOR TENDER

for

## OFFSHORE VEHICLE

## VERIFICATION AND

## INSPECTION AGENCY

**[RFT No: 29/2019]**



**LAND TRANSPORT AUTHORITY**

P.O Box 6677, Nasinu, Fiji

**Email:** tender@lta.com.fj

**Phone:** 3392 166

**Dated:** 18/05/19 & 25/05/19

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# PART I: GENERAL TERMS & CONDITIONS

## 1. GOALS OF THIS TENDER

The objective of this Request for Tender (RFT) is to invite Tenders from reputable companies with previous experiences of off shore vehicle verification and inspection agency located in the main ports of Japan, Australia, New Zealand and USA (optional) to conduct vehicle verification/inspection prior to the importation of second hand vehicles to Fiji.

This RFT document provides the scopes together with terms and conditions and suggested response format.

## 2. TENDER ISSUING AUTHORITY

This RFT is issued by the LTA and is intended to short-list potential Off-Shore Vehicle Verification and Inspection Agency bidder(s). This RFT shall be final and the LTA reserves the right to reject any or all the bids without assigning any reason.

<b>1. Project Title</b>	Off Shore Vehicle Inspection Agency
<b>2. Project Coordinator 1</b>	John Macarthur Mechanical Engineer Lot 1, Daniva Road Valelevu, Nasinu, Fiji Phone: +679 9905 486 / 3347 102 Email <a href="mailto:macarthur@lta.com.fj">macarthur@lta.com.fj</a>
<b>3. Project Coordinator</b>	Razik Khan Senior Technical officer Lot 1, Daniva Road Valelevu, Nasinu, Fiji Phone: +679 8610 015 / 3347 102 Email <a href="mailto:razik.khan@lta.com.fj">razik.khan@lta.com.fj</a>
<b>4. Website</b>	<a href="http://www.ltafiji.com">www.ltafiji.com</a>

## 3. TENTATIVE CALENDER OF EVENTS

The following table enlists important tasks and timelines (tentative):

<b>Task</b>	<b>Date</b>
RFT advertisement	18-05-2019 & 25-05/2019
RFT closing date	31-05-2019
Bidders presentation / conference completed	12-06-2019
Complete RFT evaluation	19-06-2019
Completion of approval process	26-06-2019
Notify all bidders of decision	28-06-2019
Signing of Agreement	12-07-2019
Implementation	15-07-2019

#### 4. AVAILABILITY OF THE DOCUMENT

The RFT document can be downloaded from the LTA website <http://www.tenderlink.com/ltafj/>. The bidders are expected to examine all terms & conditions and specifications in the RFT document.

Failure to furnish complete information as mentioned in the RFT document or submission of a tender not substantially responsive to the RFT document in every respect will be at the bidder's risk and may result in rejection of the tender.

#### 5. BIDDER'S PRESENTATION

The LTA may request bidders to do a presentation of their tender at its Head Quarters, Lot 1 Daniva Road, Valelevu, Nasinu, Fiji. The presentations are tentatively scheduled as per the schedule given in Section 3.0 above. The representatives of the interested organizations would be required to attend at their own cost. Teleconference is possible upon prior notification.

The purpose of the conference/presentation is for the bidder to provide face to face presentation of their submission and answer any clarifications sought from the Evaluation team. The venue for the conference will be at the address – **LTA Headquarters, Lot 1 Daniva Road, Valelevu, Nasinu, Fiji.**

#### 6. VENUE & DEADLINE FOR SUBMISSION OF TENDER

Vendors must email the companies response to this tender to <http://www.tenderlink.com/ltafj/>. It is the responsibility of the Vendor to ensure that their electronic submission is submitted before the deadline.

The closing date for submission of Tender is **Friday, 31<sup>st</sup> May 2019 by 4:00pm.**

The LTA in exceptional circumstances and at its discretion may extend the deadline for the submission of tender by issuing an addendum to be made available on the LTA's website, in which case all rights and obligations of the LTA and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended

## PART II: SCOPE OF SERVICES

### 7. TERMS OF REFERENCE

The LTA wishes to enter into contract with a third party independent off shore vehicle verification and inspection agency to conduct vehicle verification and inspection prior to the importation of all second-hand vehicle in Fiji for a period of 12 months initially under the following terms and conditions and is subject for annual renewal:

1. The Service Provider must inspect all second-hand vehicles that are to be imported to Fiji to prevent non-compliant vehicles from entering the country.
2. The service provider must be based within the vicinity of the major ports of the country of application from Japan, Australia, New Zealand and USA as per LTA's requirement.
3. The Service Provider must identify and report to the Authority vehicles that are either tampered with or have defects prior to the importation of vehicle.
4. The Service provider must provide a report to the Authority on all vehicles inspected on a weekly basis.
5. The service provided must conduct the following mandatory inspection on all vehicles
  - a. Structural Inspection
  - b. Undercarriage Inspection using an inspection ramp
  - c. Odometer verification inspection
  - d. Stolen Vehicle Checks
  - e. Vehicle confirmation to Euro 4 standards
  - f. Emission test using LTA Approved Equipment and Standards
  - g. Checking of electrical modifications and visible electrical wirings
  - h. Checking of engine warning light and engine warning sensors.
  - i. Carrying out Battery Diagnostics for Hybrid and Electric Vehicles.
  - j. Any other relevant checks on specialized vehicles agreed upon by both parties
  - k. Verification of Export Certification and Translation of the Japanese language to the English language
  - l. Photographs
  - m. Pre-Export Vehicle Appraisals
  - n. Decontamination and Biosecurity Inspection
  - o. Online access to the Service Providers' database.
6. The Service Provider must be able to conduct inspection when required by the importer.
7. The Service Provider upon completion of Pre-Export Vehicle Appraisal must submit an original inspection report to the importer.
8. The Service Provider must provide a reasonable detail cost of all the aforementioned inspection per vehicles to the importer.

9. The Service Provider has to provide details of resource personnel together with necessary qualifications, contact details, office locations that will be working and providing support to LTA in all aspects of this RTF.
10. Provide recent financial reports of the company to show that the company is in good financial standing (certified true copy of recent twelve (12) months statements. If not provided, the Service Provider has to state reasons as to why it is unable to do so.
11. The Service Provider must employ certified trained personnel, utilized calibrated/certified equipment and appropriate facility to meet the inspection requirement
12. The Service Provider must provide a calibration certificate of all inspection and testing equipment utilized for the said purpose.
13. The cost of offshore inspection must be compatible with current market rates and agreed and endorsed by LTA Fiji.
14. The Service provider must provide sample report types for a Conformity Report (CR), Conditional Conformity Report (CCR) and Non-Conformity Report (NCR) as part of their submission whereby;
  - a. CR is issued to a fully complaint vehicle after inspection;
  - b. CCR is issued to a vehicle with minor reparable defects;
  - c. NCR is issued to a vehicle with major structural defects or non-compliance to LTA or Fiji Customs requirements.
15. The Service Provider to facilitate LTA employees at their cost to conduct Annual Compliance Audits and developmental workshop/training, etc. at the site of vehicle inspection/verification for a specified period set by the Authority.

The following information are to be included in the Pre- Export Vehicle Appraisal that is to be supplied by the Service Provider:

- i. Chassis number
- ii. Engine number
- iii. Year of Manufacture
- iv. Year of first registration
- v. Make and model
- vi. Model number
- vii. Vehicle type
- viii. Year of Manufacture
- ix. Body type
- x. Left hand/right hand
- xi. Fuel type
- xii. Colour
- xiii. Engine capacity (cc) rating
- xiv. Vessel and voyage number for shipment to Fiji
- xv. Inspection date and time
- xvi. Description of major areas
- xvii. Identified damage or deterioration
- xviii. Odometer reading and verification
- xix. Photographs
- xx. Vehicle identification number
- xxi. Completion of bio-security decontamination
- xxii. Euro 4 standard compliant

The Service Provider will report any vehicle which is non-compliant, or has signs of the following:

- i. Structural damage, cracks, kinks or deformation (chassis, floor pan, apron, firewall, pillars, roof etc.)
- ii. Water damage
- iii. Heat damage
- iv. Interior and Exterior cosmetic damages
- v. Corrosion damage to the undercarriage, chassis and load bearing structures/members
- vi. Misalignment of body construction
- vii. Damage or deformation to the load bearing structures/members
- viii. Damages to seatbelt anchorage point
- ix. Vehicle Performance and Condition
- x. Modifications/Refurbishment/Restoration
- xi. Statutory Written-off vehicles
- xii. Non-compliance to Fiji Customs requirements

## 8. SKILLS, KNOWLEDGE AND QUALIFICATIONS

The Tender must include;

- I. Ten (10) years' experience in the off shore vehicle inspection agency with experiences implementing similar project;
- II. Compliance to International standards
- III. Certified Compliance and Performance Report by respective LTA for the country of import.
- IV. Provide proof and details of demonstrated success in similar services:
  - List of clientele
  - Contacts (phone / email) of three (3) referees
  - Reference from three (3) companies.

## 9. GENERAL REQUIREMENTS

Tenders must also include:

- i. Description of services
- ii. Company Name
- iii. Physical Address
- iv. Postal Address
- v. Contacts:
  - a. Landline number(s)
  - b. Mobile number(s)
  - c. Fax number(s)
  - d. Email address (is)
- vi. Provide certified true copies of:
  - a. Business Registration Certificate
  - b. Tax Identification Number (TIN) Letter
  - c. Tax Clearance Letter
  - d. Professional Indemnity Insurance
  - e. All Risk Insurance

## 10. EVALUATION CRITERIA

### 1. Non-Price Factor 70%:

- i. Qualifications & Experience – 30%
- ii. Specifications – 40%

### 2. Price Factor 30%

Evaluation Criteria	
Basic Business Compulsory Requirements	
i)	<b>Company Profile</b> <ul style="list-style-type: none"><li>• Background / History of company including details of parent companies &amp; subsidiaries;</li><li>• List of products and services</li><li>• Specify the years of experience</li></ul>
ii)	<b>Business License &amp; Registration – certified copies of:</b> <ul style="list-style-type: none"><li>• Valid Business License</li><li>• Valid Business Company Registration Certificate</li><li>• Occupational Health &amp; Safety Compliance Certificate or its equivalent</li></ul>
ii)	<b>FRCS Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders</b> <ul style="list-style-type: none"><li>• Tax Identification Number Letter</li><li>• Tax Compliance Certificate</li></ul>
iv)	<b>Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders</b>



1. Non Price Factor 70%	Percentage (%)
<p style="text-align: center;"><b>Qualifications &amp; Experience – 30%</b></p> <p>Respond to these criteria:</p> <ul style="list-style-type: none"> <li>• Describe how the bidders experience will benefit LTA in terms of the offshore vehicle inspections. Certified Compliance and Performance Report by respective Transport Agency for the country of import.</li> <li>• List of major clients of the company with particular reference to offshore vehicle inspections. Names and contact of suitable client contact persons for reference checks. Previous undertaking of similar exercise for LTA Fiji or any other country.</li> <li>• Work Program – to show standard inspection process flow from the time application for inspection is received to issuance of appraisal report.</li> </ul>	<p style="text-align: center;">10%</p> <p style="text-align: center;">10%</p> <p style="text-align: center;">10%</p>
<b>Total</b>	<b>30%</b>

1. Non Price Factor 70%	Percentage (%)
<p style="text-align: center;">Specifications - 40%</p> <ul style="list-style-type: none"> <li>• Inspection of all second-hand vehicles that are to be imported to Fiji to prevent non-compliant vehicles from entering the country.</li> <li>• Locality within the vicinity of the major ports of Japan, Australia, New Zealand and USA as per LTA’s requirement.</li> <li>• Reporting mechanism on vehicles that are either tampered with or have defects prior to the importation of vehicle.</li> <li>• Mechanism to provide a report to the Authority on all vehicles inspected on a weekly basis.</li> <li>• Provide a standard appraisal report template for approval by the LTA.</li> <li>• Conduct the following mandatory inspection on all vehicles <ul style="list-style-type: none"> <li>○ Structural Inspection</li> <li>○ Undercarriage Inspection</li> <li>○ Odometer verification inspection</li> <li>○ Stolen Vehicle Checks</li> <li>○ Vehicle confirmation to Euro 4 standards</li> <li>○ Emission test</li> <li>○ Verification of Export Certification and Translation of the Japanese language to the English language</li> <li>○ Photographs</li> <li>○ Pre-Export Vehicle Appraisals</li> <li>○ Decontamination and Biosecurity Inspection</li> <li>○ Online access to the Service Providers’ database.</li> </ul> </li> <li>• The Service Provider must be able to conduct inspection when required by the importer.</li> <li>• The Service Provider upon completion of Pre-Export Vehicle Appraisal must submit an original inspection report to the importer. Samples to be provided</li> <li>• A reasonable detail cost of all the aforementioned inspection per vehicles to be provided to the importer.</li> <li>• Provide details of resource personnel together with necessary qualifications, contact details, office locations that will be working and providing support to LTA in all aspects of this RTF.</li> <li>• Provide recent financial reports of the company to show that the company is in good financial standing (certified true copy of recent twelve (12) months statements. Service Provider to state reasons as to why it is unable to do so.</li> <li>• The Service Provider must employ certified trained personnel, utilized calibrated/certified equipment and appropriate facility to meet the inspection requirement</li> <li>• The Service Provider must calibration certificate of all inspection and testing equipment utilized for the said purpose.</li> <li>• The cost of offshore inspection must be compatible with current market rates and agreed and endorsed by LTA Fiji.</li> <li>• The Service Provider to facilitate LTA employees at their cost to conduct Compliance Audits and developmental workshop/training, etc. at the site of vehicle inspection/verification for a specified period set by the Authority.</li> </ul>	40%
<b>Total</b>	<b>40%</b>

2. Price Factor 30%	Percentage (%)
<ul style="list-style-type: none"> <li>• The proposed cost of offshore inspection must be compatible with current market rates.</li> <li>• Provision of a cost breakdown of inspection.</li> </ul>	30%
<b>Total</b>	<b>30%</b>

## 11. DATE & TIME FOR SUBMISSION OF TENDER

All submissions must meet the Terms & Conditions and the Specifications as outlined in the Request for Tender (RFT) document. Vendors are to contact the above mentioned persons for the (RFT) document or visit the LTA tender site <http://www.tenderlink.com/ltafj/> to download an electronic copy of the RFT document.

The closing date for submission of Tender is **Friday, 31<sup>th</sup> May 2019 by 4:00pm.**

## 12. LATE TENDERS

Tenders lodged after the closing time will be deemed late and shall not be considered.

## PART III RFT ADVERTISEMENT



### **Request for Tender Off Shore Vehicle Verification and Inspection Agency [RFT: 29/2019]**

The Land Transport Authority is inviting Request for Tender (RFT) from reputable companies with previous experience of **Off-Shore Vehicle Verification and Inspection Agency** located in the main ports of the following countries;

1. Japan
2. Australia
3. New Zealand
4. USA

The bidding companies would be engaged to conduct vehicle verification/inspection prior to the importation of second hand vehicles to Fiji.

The service provider must conduct the following mandatory inspection on all vehicles. These are Structural Inspection, Undercarriage Inspection, Odometer verification inspection, Stolen Vehicle Checks, Vehicle confirmation to Euro 4 standards, Emission test, Verification of Export Certification and Translation of the Japanese language to the English language, Photographs, Pre-export Vehicle Appraisals, Decontamination and Biosecurity Inspection and Online access to the Service Providers' database.

Vendors are to contact Mr John Macarthur on 9905486 or email [macarthur@lta.com.fj](mailto:macarthur@lta.com.fj) or Mr Razik Khan 8610 015 or email: [razik.khan@lta.com.fj](mailto:razik.khan@lta.com.fj) or visit <http://www.tenderlink.com/ltafj/> to obtain a copy of the documents. All submissions must be received no later than **4:00pm on Friday, 31<sup>th</sup> May 2019**.

All submissions must meet the Terms & Conditions with the Specifications as outlined in the Request for Tender (RFT) document.

**Late Submissions:** Submissions lodged after the closing date and time will be deemed late and shall not be considered.

**SAMUEL SIMPSON  
CHIEF EXECUTIVE OFFICER**